

TRANSMITTAL LETTERS AND COPIES

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After Governor's Office approval, individual transmittal letters will be prepared by the Office of Legislation for all those receiving copies of the report. **See *Sample Transmittal Letter* (see exhibit)** and ***Sample Recipient Address List* (see exhibit)**. These letters are signed by the Director and distributed with copies of the report. To avoid excessive file copies, only one set need be typed showing the names of the others who received copies of the letter and report. The Office of Legislation will provide correct names and room numbers of legislators.

According to Government Code §9795, §14901 and §14903, unless otherwise specified, all reports by state agencies required to be submitted to the Legislature must be submitted to the following recipients:

- Legislative Counsel
- Secretary of the Senate
- Chief Clerk of the Assembly
- State Library, Government Publications

In addition, courtesy copies will be sent to the following:

- Deputy Secretary for Legislation, Resources Agency
- Chief, Office of Legislation, CDF
- Budget Officer, CDF

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